Accessible Learning Services

Closed Captioning Accommodation Guide

Purpose
The purpose of this document is to outline the closed captioning process for professors to ensure that students who require captioning of videos as an accommodation are able to access video material in courses. Accessible Learning Services provides closed captioning as an alternate format option for students.

First Steps for Students
Students will meet with their Accessibility Counsellor to identify the need to have their video course material closed captioned. This will be identified on the student’s accommodation letter.

The Closed Captioning Process
1. Students who require closed captioning will provide a copy of their accommodation letter to their professors.
   a. The student’s Accessibility Counsellor may contact the student’s professors directly to discuss this accommodation.
2. The professor reviews all video material in each course and determines if the video material is captioned.
3. If the video material is not captioned, the professor will check with the librarian to:
   a. Seek permission from the video right’s holder(s) for closed captioning (the library will maintain a file of permissions sought and received)
   b. Work with the professor to identify alternate videos that meet the learning objectives and are already closed captioning
4. When closed captioning permission has been obtained, the librarian will contact the ALS Technician to complete captioning.
5. Upon completion, the captioned DVD or digital file will be returned to the library and the professor will be notified

Need Help?
Throughout the process students can meet with their Accessibility Counsellor to discuss this accommodation.

Faculty can contact the student’s Accessibility Counsellor (name and contact information can be found on the student’s Accommodation Letter) with any questions or concerns.
**Important Contacts**

Accessible Learning Services Technician  
Email: alstechnician@mohawkcollege.ca

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